



FEDERAL ELECTION COMMISSION

WASHINGTON, D.C. 20461

RQ-3

March 3, 1994

James M. Ratcliffe, Treasurer  
RR Donnelley & Sons Company  
Political Action Committee  
77 West Wacker Drive  
Chicago, IL 60601

Identification Number: C00033977

Reference: April Monthly (3/1/93-3/31/93), May Monthly (4/1/93-4/30/93), June Monthly (5/1/93-5/31/93), July Monthly (6/1/93-6/30/93), August Monthly (7/1/93-7/31/93), September Monthly (8/1/93-8/31/93), October Monthly (9/1/93-9/30/93), November Monthly (10/1/93-10/31/93) and December Monthly (11/1/93-11/30/93) Reports

Dear Mr. Ratcliffe:

This letter is to inform you that as of March 2, 1994, the Commission has not received your response to our requests for additional information dated February 9, 1994. These notices request information essential to full public disclosure of your federal election campaign finances. To ensure compliance with the provisions of the Federal Election Campaign Act (the Act), please respond to these requests (copies enclosed).

If no response is received within fifteen (15) days from the date of this notice, the Commission may choose to initiate audit or legal enforcement action.

If you should have any questions regarding this matter, please contact Donald Averett on our toll-free number (800) 424-9530 or our local number (202) 219-3580.

Sincerely,

A handwritten signature in dark ink, appearing to read "John D. Gibson", is written over the typed name.

John D. Gibson  
Assistant Staff Director  
Reports Analysis Division

Enclosures



FEDERAL ELECTION COMMISSION

WASHINGTON, D.C. 20461

RQ-2

FEB 9 1994

James M. Ratcliffe, Treasurer  
RR Donnelley & Sons Company  
Political Action Committee  
77 West Wacker Drive  
Chicago, IL 60601

Identification Number: C00033977

Reference: July Monthly Report (6/1/93-6/30/93)

Dear Mr. Ratcliffe:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-The totals listed on Lines 11(a)(i), 11(a)(ii) and 23, Column B of the Detailed Summary Page appear to be incorrect. Please be advised that you should add the "Calendar Year-to-Date" total from your previous report to the current "Total This Period" figure from Column A to derive the correct Column B totals.

-2 U.S.C. §434(b)(3) requires itemization of contributions from individuals and persons other than political committees, where the aggregate total from the contributor exceeds \$200 in a calendar year. In addition, 11 CFR §104.3(a)(2)(i)(B) requires a committee to report the total amount of unitemized contributions (see Line 11(a)(ii) of the Detailed Summary Page). If a committee wishes to disclose contributions regardless of the amount contributed, the committee must separate (on separate receipt schedules) those contributors requiring itemization from those who are not required to be itemized. (11 CFR §104.3(a)(4)(i)) For future filings, please submit your reports in this order.

A written response or an amendment to your original report(s) correcting the above problem(s) should be filed with the Federal Election Commission within fifteen (15) days of the date of this

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letter. If you need assistance, please feel free to contact me on  
our toll-free number, (800) 424-9530. My local number is (202)  
219-3580.

Sincerely,



Donald L. Averett  
Senior Reports Analyst  
Reports Analysis Division

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